



COUNTY OF YORK JOB DESCRIPTION
Revenue Specialist
Commissioner of the Revenue
Business License & Consumer Tax Sections

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs specialized technical, clerical, and public contact work in the administration and processing of business income assessments in the business tax section. Enters data, maintains, updates, and sorts records. Forward documents to other County and State offices as required by local or state law. Scans documents and performs quality assurance testing. Assists with comprehensive assessment program for the County. Receives and responds to inquiries from the general public and other parties. Sends notification letters to taxpayers regarding assessment changes, and requesting needed information. Work is performed under regular supervision.

DISTINGUISHING FEATURES OF THE POSITION

The incumbent must be available to work flexible hours, extended hours, and some weekends during deadlines and extremely busy times.

ESSENTIAL JOB FUNCTIONS

Assists in compiling, processing, and coordinating business tax assessments, and all consumer taxes; ensures applicable information is documented, and entered correctly; sorts and maintains business records and receipts.

Assists in processing a variety of taxes and short-term rental tax returns and payments as required; balances, posts, and forwards payments to the Treasurer's Office; assists taxpayers with the completion of various forms and applications in person and on the telephone.

Performs database system queries for excise tax delinquent, non-filing, and/or non-compliant accounts; notifies taxpayers by telephone or by correspondence of non-compliance, or directs taxpayers to appropriate department; updates Business License database using changes noted from a variety of sources (received from taxpayers), and forwards information to the Treasurer's Office.

Assists various County departments as required; researches internal and external sources and updates returned mail; sends mail to new address, or forwards to Treasurer or other County Offices as appropriate; makes applicable tax adjustments.

Prepares a variety of reports for taxes and payments received; reconciles totals with the Treasurer's Office.

Prioritizes what business license or consumer tax documents need to be imaged; scans documents and assists with the quality assurance testing of records.

Makes recommendations for abatements, refunds, and supplemental assessments; coordinates supplemental business tax assessments, and prepares abatements and refunds on same.

Assists the Business Tax Administrator with the preparation, issuance, and processing of business licenses.

Handles many complex calls and questions concerning tax assessments; researches records from a variety of sources such as the Department of Taxation, State Corporation Commission, Code of Virginia, County Code, Court Cases, and the Treasurer's files; responds based on research and a detailed knowledge of the section's rules, policies and procedures, and applicable codes and tax laws.

Prepares a variety of correspondence which requires research and knowledge of State Codes and County Ordinances; composes and types materials which require the use of a variety of complicated formats; assumes responsibility for correctness of spelling, punctuation, format, and grammar.

Files and retrieves various information; makes copies of information as necessary.

Forwards and tracks various forms sent to Zoning and Code Enforcement. Assists Zoning and Code Enforcement Office, when necessary, to ensure business application process can be completed in a timely manner.

Maintains workload measures for data required by the State Compensation Board.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of personal computers including the use of word processing and spreadsheet software.

General knowledge of applicable county ordinances, and state and local statutes related to personal property and business property assessment, and knowledge of state and federal income tax law.

Some knowledge of legal terminology as it relates to property assessment.

Excellent written and oral communication skills.

Ability to read and understand codes, state laws, and county ordinances.

Ability to use personal and peripheral computer equipment with reasonable speed and accuracy.

EDUCATION AND EXPERIENCE

An associate's degree and 2 years of closely related experience, preferably involving State income tax preparation, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of general office machinery and equipment including typewriters, computer-driven data entry equipment, calculator, etc. The work is sedentary in nature.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others and receiving instructions, assignments or directions from others.

Language Ability: Requires the ability to read and prepare a variety of reports, records and forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of instructions, and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle general office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.